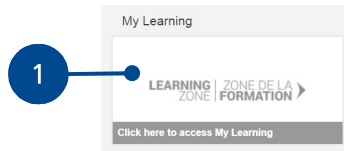


How to add to learning history – multiple employees

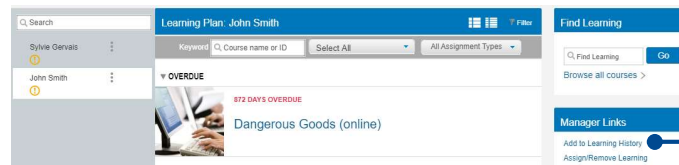
Click on **My Learning**



Click on **My Team**



select **Add to Learning History**



Click on Item based event icon

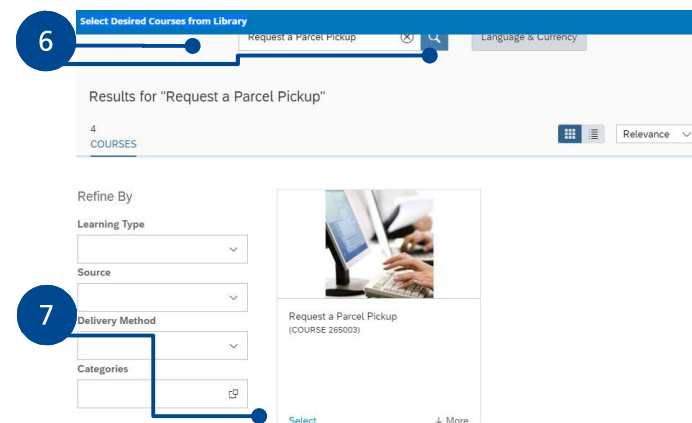


Enter the course name in question (using Request a Parcel Pick up, as an example) into the text box to search for the course and click on **Search**



Click the Green plus sign icon (**Item**) to add a course

To select a course, move your mouse over the course description area and click **Select**



How to add to learning history– multiple employees

Click the Green plus sign icon (+) to add employees

Select the employee(s) that received the talk track / training by checking the box (☑) next to the name(s)

Tip: for long lists you can start typing the name to narrow down the results

Add to Learning History

Enter Item Details
* Required

8 **Item** Request a Parcel Pickup (265003) Rev 2019-Dec-17 08:18 <<< PST/HNP >>> Change Item

Employees +

There are no Users selected.

Select Employees

Employees	Region	Job Code	Manager	Organization
<input type="checkbox"/>	Gervais, Sylvie		Leader, Team	
<input type="checkbox"/>	Smith, John		Leader, Team	

Employees selected: 2

Cancel Add

10 Click on **Add**

Tip: you can further refine your list by filtering on the team leader/manager name or Org

Add to Learning History

Enter Item Details
* Required

Item Request a Parcel Pickup (265003) Rev 2019-Dec-17 08:18 <<< PST/HNP >>> Change Item

*Completion Date: 2020-Jul-28
*Completion Time: 12:01
*Time Zone: Pacific Standard Time <<< PST/HNP >>>
Instructor ID:
Instructor Name:

Total Hours: 0.75
Contact Hours: (1000)
Credit Hours: (1000)
CPE: (1000)

Employees +

Name	Grade	* Completion Status	Costs	Comments	Remove
Sylvie Gervais		CRSE-C (Complete) - For Credit			
John Smith		CRSE-C (Complete) - For Credit			

Assign Defaults

Back Cancel Continue

11 Select **CRSE_C (Complete) – For Credit** as the Completion Status from the drop down menu

Tip: Clicking on **Assign Defaults** and the selecting **“Complete”** will mark all employees listed as completed

Add to Learning History

Confirm Learning Details

Item: COURSE 265003 Rev 1 - 2019-Dec-17 08:18 <<< PST/HNP >>>

Completion Date: 2020-Jul-28
Completion Time: 12:01 <<< PST/HNP >>>
Primary Instructor:

Total Hours: 0.75
Contact Hours:
Credit Hours:
CPE:

Employees

Name	Grade	Completion Status	Comments	Costs	Amount
Sylvie Gervais		CRSE-C			
John Smith		CRSE-C			

Back Add to Learning History Cancel

12 Click on **Continue**

13 Confirm details and then click on **Add to Learning History**